

UNAPPROVED
MINUTES OF THE JOINT MEETING
OF THE
MEAD PUBLIC LIBRARY BOARD OF TRUSTEES
AND THE
COMMON COUNCIL FINANCE COMMITTEE
August 22, 2011

The joint meeting of the Mead Public Library Board of Trustees and the Common Council Finance Committee was held on Monday, August 22, 2011 in the 3rd floor conference room at City Hall. Present Board Members: Ms. Quinn, presiding; Mrs. Johnson, Ms. Montemayor, Mr. Morgan, Mr. Nelson, Ald. Sampson, Mrs. Segalle, Mr. Stauber Soik, Ms. Wortche, and Mr. Zylman. Present Common Council Finance Committee Members: Ald. Hammond, presiding; Ald. Rindfleisch, Ald. Bohren, Ald. Matichek, and Ald. Van Akkeren. Staff Members Present: City Finance Director James Amodeo, Deputy Finance Director Nancy Buss, City Development Director Chad Pelishek, Library Director Sharon Winkle, and Library Deputy Director Mark Zehfus. Also Attending: Dan Benson of the Sheboygan Press.

1. Ald. Hammond convened the meeting of the Common Council Finance Committee (CCFC) and Ms. Quinn the Library Board at 5:30 p.m. and determined there were quorums present for each.

2. Ms. Quinn and Ald. Hammond led the Pledge of Allegiance.

Introductions of those present.

3. Discussion followed:

- a. & b. Mr. Amodeo stated that department budget submissions were first reviewed last week. The Strategic Fiscal Planning Committee meets next week to look at the budgets and recommend directions in response to predicted shortfalls. Talks with the city's bargaining units will come next. After that discussions with departments will begin again to revise budgets as needed. The current library budget is based on the 2011 level of funding excluding the required employee contribution to the Wisconsin Retirement Fund contribution at 5.9% for 2012. Ald. Hammond hopes to have budgets finalized for Common Council Finance Committee (CCFC) review in September and finalize the 2012 Budget in late October if all goes well. Ms. Quinn confirmed that Maintenance of Effort (MoE) funding is no longer a statutory requirement for membership in library systems. Ms. Quinn introduced a letter from the Eastern Shores Library System (ESLS) Board President reporting that ESLS will no longer pursue compliance efforts

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with the City of Sheboygan and Mead Public Library (MPL) due to their failure to meet the MoE funding requirement in 2011.

- c. Ms. Winkle reviewed the MPL 2010 Annual Report and the 2011 mid-year report. Ms. Winkle distributed the first pages of the 2010 Usage report and the 2011 mid-year report. While there are usage fluctuations within years, the overall usage trend is upward. These reports are used to track and adjust library services to perceived long term trends. Ms. Quinn stated that 2010 and 2011 are a bit lower than the 10% increase seen in 2009. But MPL couldn't handle steady 10% year-to-year usage increases with its current staffing complement. The Board and Committee discussed the reports. The CCFC voted to file the MPL 2010 Annual Report.
- d. Ms. Winkle began discussion of the 2012 E-content initiative of MPL and distributed a related handout. The public's expectation of library service is changing. Libraries are becoming social spaces and a unique civic space in their communities. People come in the same numbers, but they spend more time, reading or using computers. The 2012 MPL Budget proposes to use collection development funds for purchasing E-content (e.g. downloadable E-books, audio books, videos, and music). The state is also going to provide funding for E-content for all libraries through federal grants and soliciting a fee from library systems. It is hoped the 2012 MPL budget can keep the E-content funding intact in order to supplement the availability of E-content via the state program.
- e. Ms. Quinn introduced discussion of the grant-funded Homework Help Center to be offered at the Dr. Jerome M. Maas Teen Learning Center. MPL works with the MPL Foundation analyzing gifts and private donations to promote initiatives that can't be funded otherwise. A private foundation is working through the MPL Foundation to fund the Homework Help Center during the 2011/12 school year. Ms. Winkle introduced the Homework Help Center handout. Homework Help will use online tutoring and study software called Brainfuse, to help students improve their performance. The online aspect is combined with coaches at MPL who will help students learn to use the online service in the most effective manner for their purposes. The program will begin September 24th. Mr. Stauber Soik and Youth Services Manager Karin Menzer are working with the Sheboygan Area School District to distribute information about the program. The Board and Committee discussed the program.
- f. Ald. Hammond introduced discussion of fiduciary responsibility for 457 deferred compensation plans. The city currently has three providers and their services have not been reviewed for some time. The CCFC is looking at two new providers recommended by M3, the city's consultant, along with ICMA-RC, one

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of the current providers, to provide employees with a strong employee-funded deferred compensation retirement plan. Designating a sole provider will reduce costs to employee investors while increasing investor services. A decision will probably be made in September.

Ald. Hammond thanked the Board for attending the joint meeting and the individual Trustees for their service to the Sheboygan community. Ms. Quinn thanked the Committee in return.

4. Ms. Quinn **moved** to adjourn the meeting of the Library Board. **Seconded** by Mrs. Segalle. The motion **passed**, 10 ó 0. Ms. Quinn adjourned the meeting at 6:27 p.m.

Sharon Winkle, Secretary